



**Question:** I'm confused about who in my local agency gets the mass emails from the state office, such as I & P-Memo notices. How do I arrange it like we want?

**Answer:** The State Agency (SA) uses the Staff Directory of KWIC to maintain the contact information for all WIC staff. Therefore, the SA uses the WIC Staff Directory information for all group emails. On the "Qualifications" tab of the WIC Staff Directory window in KWIC, there is a "Qualification Description" for each emailed publication, in addition to the standard qualifications and WIC titles. The appropriate qualification should be moved over for each staff member that would like to receive the information. Use the following table as a guide.

Qualification	Emailed Information/Publication
BF Newsletter	"Breastfeeding E-News"
BFPC Supervisor	Information targeted to Breastfeeding Peer Counselor Supervisor. E.g. Breastfeeding Peer Counselor budget and contract information.
Breastfeeding Coordinator	Information targeted to Breastfeeding Coordinator. E.g. Breastfeeding Resources
Breastfeeding Peer Counselor	Information targeted to Breastfeeding Peer Counseling Program.
Civil Rights Coordinator	
I & P Memos	I & P Memos
KWIC Administrator	
KWIC Helpdesk	KWIC Helpdesk emails
Local Vendor Contact	Information targeted to vendor management.
Nibbles & Bites	Nutritionist email (stopped due to state staff vacancies)
Nutrition & WIC Update	"Nutrition & WIC Update" (WIC Newsletter)
Nutrition Services Coordinator	Information targeted to Nutrition Services Coordinator. E.g. Nutrition Services Plan guidance, nutrition education resources.
Registered Dietitian	
Registered Nurse	
Vendor Newsletter	"WIC Vendor Newsletter"
WIC Coordinator	Information targeted to WIC Coordinator. E.g. Budget and contract information.





**Question:** How do I do this in KWIC?

**Answer:** This task requires a staff member with KWIC Administrator clearance, e.g. same clearance to set up future months in the Appointment Book.

- Go to Clinic Admin drop down and select Staff Directory.
- Find and retrieve the desired staff name.
- On Detail screen, be sure the person's email address is entered correctly.

Clinic Admin	Utilities	Reports	H
Class Management			
No Show Management			
Clinic Directory			
Assign Staff to Clinic			
Staff Directory			
Staff Calendar			

Find Staff **Staff: Thomsen, Patrice**

Detail Clinic Assignments **Qualifications** Central Office Security

**Detail**

Logon ID **pthomsen**

First Name  MI  Last Name

Job Title

Work Phone  Ext

Fax

Statewide Inactive Date

☒ Central Office Staff

By the way, the Detail screen is where to change a staff member name due to marriage, error, etc. Someone at the LA with KWIC Administrator clearance can make the change but be sure to notify the SA too.

- Click on the Qualifications button to get the Qualifications screen.
- Move qualifications as needed. (The Qualifications screen is a mover box like you are used to seeing elsewhere in KWIC.)

Detail Clinic Assignments **Qualifications**

### Qualification Description

BF Newsletter  
BFPC Supervisor  
Breastfeeding Coordinator  
Breastfeeding Peer Counselor  
Civil Rights Coordinator  
Local Vendor Contact  
Nibbles & Bites  
Nutrition Service Coordinator  
Registered Dietitian  
Registered Nurse  
Vendor Newsletter  
WIC Coordinator



### Staff Qualifications

I & P Memos  
KWIC Administrator  
KWIC Helpdesk  
WIC Newsletter

